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Reminder for holiday entries:

For Full- time employees, Exempt and Non Exempt, the lab holiday will default on your timecard with appropriate hours in purple text.

For Part-time employees the lab holiday will default on your timecard with zero hours in purple text. If you are entitled to the holiday, insert a row for that day, select Holiday in the Pay Code column and enter your hours in the amount column.

For all Non Exempt employees that work on the half holidays Dec. 24 or Dec 31:

- You must enter the work rule **HALF HOLIDAY** in the Transfer column when reporting hours worked on the half holiday. This is necessary whether you work the normal 4 hours or if you work more than 4 hours. See example below (from 2012).
- If you will be off the entire day as half holiday and half vacation or float holiday then you do not need to use the work rule transfer of Half Holiday.

Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Comment ▾ Approvals ▾ Reports ▾						
Date	Pay Code	Amount	In	Transfer	Out	
Mon 12/24	Christmas Eve	4.0				
Mon 12/24			8:00	;Half Holiday Weekly	12:00	